

INTERNAL QUALITY ASSURANCE CELL (IQAC) REPORT 2024-25

ACADEMIC PLANNING AND MEETINGS

- Various meetings were convened with HoDs, academic committees, and accreditation coordinators for planning academic activities.
- The academic calendar was prepared at the start of the semesters, ensuring its compliance with the academic year.
- Monitored and ensured that PAC, DAB, and stakeholder meetings of various departments were conducted at the beginning of the academic year.

INTERNAL AUDITING

A. Preparatory Meetings for Internal Audit

- Meeting of Internal Audit Committee (IAC) was conducted to instruct auditors on audit procedures.
- Meeting of course committee chairpersons was convened to provide guidelines on:
 1. Finalizing Course Outcomes (COs).
 2. CO-PO and CO-PSO mapping.
 3. Fixing CO attainment targets.
 4. Methods to improve results.
 5. Formation of academic committees.
 6. Actions to be taken for academic improvements.

B. Odd Semester Internal Audits:

1. **First Internal Audit (S3, S5, S7, M3) - 1st October 2024**
 - Conducted mid-semester to review academic activities.
 - Consolidated report submitted by Audit-in-charge to IQAC and HoDs by 5th October 2024.
 - Action taken reports submitted by HoDs by 10th October 2024, enabling the Principal to take necessary actions and complete the audit process.
2. **Second Internal Audit (S3, S5, S7) - 27th November 2024**
 - Conducted at the end of the semester to check course files, course diaries, and institutional documents.
 - First audit of S1 B.Tech and M.Tech (courses started in September 2024).
 - Consolidated report submitted to IQAC and HoDs by 30th November 2024.
 - Action taken reports submitted by HoDs by 5th December 2024 for Principal's review and completion of the audit process.
3. **Second Internal Audit (S1 B.Tech & M1) - 20th January 2025**
 - Consolidated report submitted to IQAC and HoDs by 28th January 2025.
 - Action taken reports submitted by HoDs by 31st January 2025 for necessary actions by the Principal.
4. **First Internal Audit (S2, S4, S6, S8, M2,M4) – 13rd January 2025**
 - Consolidated report submitted to IQAC and HoDs by 28th February 2025.
 - Action taken reports submitted by HoDs by 3rd March 2025 for necessary actions by the Principal.

5. Second Internal Audit (S4, S6, S8) – 23rd April 2025 and for S2 on 29th April 2025

- Consolidated report submitted to IQAC and HoDs by 28th February 2025.

Action taken reports submitted by HoDs by 3rd March 2025 for necessary actions by the Principal

- Arrangements were made to evaluate and complete all lab documents through audit.

QUALITY IMPROVEMENTS AND ACHIEVEMENTS

- Increased participation in MOOC/NPTEL courses among UG and PG students.
- Improvement in UG/PG placements.
- Increase in student and faculty publications.
- Higher number of faculty members pursuing and completing research.
- Improved number of programs organized by professional bodies and clubs
- More number of students are pursuing research in our institute

ACCREDITATION

- **NBA Accreditation (2022-2025):**
 - Civil, Mechanical, Electrical & Electronics, Electronics & Communication, and Instrumentation & Control Engineering departments applied for the next cycle.
 - Pre-qualifier uploaded.
 - SAR (Self-Assessment Report) uploaded on 5th February 2025.
- **Compliance preparation**
 - Computer Science & Engineering department accredited for 2022-25 is applied for extension and submitted compliance report.
 - Awaiting NBA visit.

PROCESSING CAREER ADVANCEMENT SCHEME (CAS) APPLICATION OF FACULTY

- Screening/ Selection process for placement of faculty on applications under CAS was conducted for
 - i. Department of Electrical & Electronics Engineering on 30-10-2024
 - ii. Department of Mathematics 21-01-2025
 - iii. Department of Physics and Chemistry on 24-01-2025
 - iv. Department of Electronics and Communication Engineering on 28-03-2025
 - v. Department of Instrumentation and Control Engineering on 25-04-2025
 - vi. Department of Mechanical Engineering on 21-05-2025
 - vii. Department of Computer Science and Engineering on 20-06-2025

INSTITUTIONAL REFORMS AND INITIATIVES

- **Vision & Mission Updates:**
 - Institution's Vision and Mission redefined based on accreditation team recommendations.
 - IQAC approved the modifications.
 - Vision, Mission, and PEOs of all departments updated accordingly.
- **Examination Reforms:**
 - Common question paper pattern implemented across all departments.
 - Internal exam results published and answer sheets distributed within one week.
 - Mandatory scrutiny of test/assignment evaluations.
- **Audit Compliance:**
 - Deficiencies from internal audits rectified before external audit submission.
- **Result Analysis Enhancements:**
 - Modified result analysis procedure.
 - Course exit survey updated in etLab.
- **Student Support Measures:**
 - Remedial classes arranged for students scoring below 50% in internal exams.
 - Welfare of students is taken care of, by different committees and bodies
 - Mentoring by group tutors is regularly done, additionally a counsellor is also available.
- **Skill Development Initiatives:**
 - Several technical talks and workshops were conducted at department and institutional levels under professional bodies.
- **Internships & Research Collaborations:**
 - Many students undertook internships and final-year projects at recognized state and central government research institutions.
- **Collaboration with IIT Palakkad:**
 - Internship opportunities for UG/PG students.
 - Student projects, faculty training programs, and content beyond syllabus conducted under PMRF schemes.


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IQAC Coordinator


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